

**Department of Economic Opportunity (DEO) Technical Assistance Checklist PY 2022-23  
American Rescue Plan Act (ARPA) Pandemic Relief Rapid Re-Employment (PRRR)**

AJCC: \_\_\_\_\_ Participant Name \_\_\_\_\_ Grant Code: \_\_\_\_\_

App #:	App Date:	Participation Date:	Exit Date:
<b>CalJOBS Application</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No Staff /Case Manager Signature      Date: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Application Reviewer Signature      Date: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Participant Signature      Date: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Application is reviewed and approved prior to providing services <input type="checkbox"/> Yes <input type="checkbox"/> No Reviewer is not same as staff/case manager <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Are participant activities recorded in the Title I application under the ARPA PRRR Grant Code LAO916 – ARP – Pandemic Relief Rapid Re-Employment Program?		Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>	
<b>Residence</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No Is participant a resident of Los Angeles County? <input type="checkbox"/> Yes <input type="checkbox"/> No If not a resident, is a waiver for service provided and on file?		Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>	
<b>Right to Work (As listed on USCIS Form I-9)</b>			
<input type="checkbox"/> LIST A <input type="checkbox"/> US Passport <input type="checkbox"/> Per. Resident Card <input type="checkbox"/> Other: _____ <p align="center"><b>OR</b></p> <input type="checkbox"/> LIST B <input type="checkbox"/> CA ID Card <input type="checkbox"/> CA Driver License <input type="checkbox"/> Other: _____ <input type="checkbox"/> LIST C <input type="checkbox"/> SSN Card <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other: _____ <b>Right to Work Documents</b> <input type="checkbox"/> Current <input type="checkbox"/> Expiring soon <input type="checkbox"/> Have expired on: _____		Requirement Met: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>	
<b>Selective Service</b>			
<input type="checkbox"/> Male 18 years of age or older born after 12/31/1959 <input type="checkbox"/> Documentation provided: Ex: <input type="checkbox"/> Print out <input type="checkbox"/> Card <input type="checkbox"/> Letter <input type="checkbox"/> Other: _____ <input type="checkbox"/> Confirmation Date: _____		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Documentation <input type="checkbox"/> Dated after participation date Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>	
<b>Pandemic Relief Rapid Re-Employment (PRRR) Program Eligibility</b>			
<input type="checkbox"/> Participant is unemployed or underemployed due to the COVID-19 pandemic; <input type="checkbox"/> Participant identifies as one or more of the PRRR target populations: <input type="checkbox"/> BIPOC <input type="checkbox"/> Low-Income <input type="checkbox"/> Receiving Public Assistance <input type="checkbox"/> Woman <input type="checkbox"/> Individual residing in an area of Highest, High, or Moderate COVID-19 impact, as reported in the <a href="#">LA County ARDI Equity Tool</a> .		Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>	
<b>Initial Assessment &amp; Basic Skills Testing</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Are all requirements of initial assessment met on enrollment? <input type="checkbox"/> Aptitudes & Abilities <input type="checkbox"/> Supportive Service Determination <input type="checkbox"/> Basic Skills <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Is an assessment from a partner program used? If so, from what partner program: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If a basic skills test is provided, what assessment tool is used: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If no basic skills testing is provided, is a valid reason given for lack of testing? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Are basic skills test results accurately reported in CalJOBS and case notes? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Is Participant Basic Skills Deficient? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Are initial assessment testing tools stored in the participant case file? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Are initial assessment testing tools legible, dated, and signed by staff? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Is the initial assessment activity code open in CalJOBS?		Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>	
<b>Individual Employment Plan (IEP)</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Is need for Individualized Career Services documented in case notes? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Was an IEP Developed prior to providing individualized services? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Does the IEP include the Objective Assessment Summary (OAS)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Are required CalJOBS activity codes open: <b>OAS (203)</b> <input type="checkbox"/> <b>IEP (205)</b> <input type="checkbox"/> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Is the IEP updated continuously as activities occur? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Does the IEP provide a plan of activity for the participant? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Is the IEP dated and signed by the participant?		Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>	
<b>Supportive Services</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No Are Supportive Services necessary for individual to participate in WIOA activities? <input type="checkbox"/> Yes <input type="checkbox"/> No Are Supportive Services provided reasonable? <input type="checkbox"/> Yes <input type="checkbox"/> No Is support documentation on file? (e.g. receipts)		Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>	

<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Are appropriate Supportive Services activity codes opened in CalJOBS?			
<b>Documentation for Grievance/Complaint Procedures</b>			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Complaint and Resolution Policies and Procedures Participant Acceptance Form (Dated 04/2020) properly filled out, signed, dated and double sided.		Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Applicant Acknowledgement Statements (Dated 01/2019), signed and dated		<b>Comments:</b>	
<b>Case Notes and Documentation</b>			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are case notes detailed, clear, and fully developed?		Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Do all case notes follow the CalJOBS Case Note Guidelines?		<b>Comments:</b>	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Do case notes indicate initial assessment was conducted on enrollment and include initial assessment results and interpretation?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Do case notes include a plan of activity for the customer?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are applicant statements complete, clear, detailed and fully developed?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is confidential health information & Participant PII secured and kept out of file?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Do Activity codes match information in the case notes?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is a current and well-developed resume on file?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is documentation supporting services provided on file? (i.e. Job Referrals, IEP)			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is documentation supporting planned break in services provided on file?			
<b>Training Services</b>			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is training need and benefit documented?		Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is local LMI used to link training to in demand occupations?		<b>Cohort Training:</b> <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is a comprehensive assessment used to identify training course?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Does ITA match I-Train and CalJOBS ETPL approved course printout?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is training provider performance data on file?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are attendance records on file?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is the course Certificate of Completion on file?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is customer choice requirement met?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is link to employment established?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is a Waiver to exceed the ITA cap or the one-year training time limit on file?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are case notes acceptable?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is a complete, signed, and dated ITA on file?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are documentation of payments on file?			
<b>Transitional Job (TJ)</b>			
<b>Job Sites</b> (list all if more than one)			Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Total # of hours</b>		<b>Comments:</b>	
Job title: _____			
Duties: _____			
<b>Work Description</b>			
_____			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Original Worksite Agreement is on file?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Participant Weekly Progress Reports are signed and dated by participant and Worksite Supervisor and are in file?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Time sheets are signed and dated by participant and Worksite Supervisor?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are daily/total number(s) of hours calculated correctly?			
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are breaks and lunches taken as directed by Labor Laws?			
<b>On The Job Training (OJT)</b>			
<b>Employer Name:</b> _____ <b>Address:</b> _____		Requirement Met: <input type="checkbox"/> NA <input type="checkbox"/> Yes <input type="checkbox"/> No	
		<b>Comments:</b>	
<b>OJT Info:</b> Job Title: _____ Total Training Hrs.: _____ Start Date: _____ End Date: _____ Hourly Wage \$ _____ Reimbursement Rate: _____% Maximum Reimbursement \$ _____			

<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> OJT need and benefit established and documented through assessment? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Participant has the skills and qualifications to successfully complete the OJT? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Business meets the requirements of OJT? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> If business previously participated in OJT, do they meet employee persistency rate of 75% over a 12-month period? (If no, waiver is required) <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> OJT contract signed/dated prior to OJT start and uploaded to CalJOBS? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> OJT training plan completed, signed/dated prior to OJT start, and uploaded to CalJOBS? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> OJT training plan completed, signed/dated prior to OJT start and uploaded to CalJOBS? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> IEP supports the OJT and is developed and signed prior to OJT start? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Employer is committed to hiring participant upon successful OJT completion? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> AJCC is monitoring OJT progress to ensure goals are met? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Progress report & invoice submitted every pay period & uploaded to CalJOBS. <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Final evaluation completed and uploaded to CalJOBS? <b>MUST</b> include whether participant satisfactorily met the training objectives. <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> OJT does not exceed one year? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Was the participant hired after OJT completion? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are case notes acceptable?	
<b>Work Readiness Services</b>	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are Work Readiness Services provided? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is program syllabus completed and uploaded into participant case file? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are learning objectives and minimum standards completed and uploaded into case file? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are enrollment and completion criteria (including credentials where appropriate) uploaded into participant case file? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are total Work Readiness Services hours uploaded into participant case file? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are facilitation materials and standards uploaded into participant case file?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
<b>CalJOBS Generic Module</b>	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Was a CalJOBS Generic Module created to track participant <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Were participant TJ/OJT and Work Readiness Training hours logged in the CalJOBS Generic Module? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Were hours updated as participant progressed through each activity?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
<b>Performance Outcomes</b>	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is documentation supporting unsubsidized employment during exit provided on file? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Did participant retain employment 30 days after exit and is supplemental data on file to support employment status? (Employment verification, check stubs.... etc.) <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Did participant retain employment 60 days after exit and is supplemental data on file to support employment status? (Employment verification, check stubs.... etc.) <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Did participant retain employment 90 days after exit and is supplemental data on file to support employment status? (Employment verification, check stubs.... etc.) <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Did participant retain employment 120 days after exit and is supplemental data on file to support employment status? (Employment verification, check stubs.... etc.) <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> If participant was employed after exit, was employer information added for each applicable retention milestone? Employer Name: _____ Start Date: _____ <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Has participant increased wages from previous employment? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> If yes, has the increased wages been reported accurately in CalJOBS? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is documentation supporting increased wages provided on file?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>
<b>Case Closure</b>	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Was this file a positive case closure? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> If participant was exited as employed, was employer information added? Employer Name: _____ Start Date: _____ <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Was case closure completed with appropriate documentation (i.e., school status, employment verification)? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Was the participant exited as a global exclusion? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Is documentation supporting a Global Exclusion on file (i.e., incarceration, institutionalization, death etc.)?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>

<b>Follow-Up Services</b>	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Were Follow-Up Services offered to participant upon employment & program exit <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> Are any Follow-up services provided? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> If so, are Follow-up services fully documented on file, in case notes, with appropriate CalJOBS codes open?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>

<b>Co-Enrollment:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
Program: _____ Agency: _____ Co-Enrolled into: _____ Agency: _____ <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Is need documented? (Customer choice, customer benefit, funding) <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Are separate files kept per funding stream? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> Are services provided without duplication between programs?	Requirement Met: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Comments:</b>

<b>Certification of Review</b> <b>DEO REPRESENTATIVE NOTES:</b>
--

<b>All Requirements Met:</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <b>NOTES:</b>
--

_____ <b>AJCC REPRESENTATIVE PRINT NAME</b>	_____ <b>SIGNATURE</b>	_____ <b>DATE</b>
_____ <b>DEO REPRESENTATIVE PRINT NAME</b>	_____ <b>SIGNATURE</b>	_____ <b>DATE</b>